



SENIOR ENVIRONMENTAL PLANNER
DEPARTMENTAL PROMOTIONAL
CONTINUOUS TESTING

THIS BULLETIN CANCELS AND SUPERSEDES THE BULLETIN RELEASED ON 07/19/07
FOR CONTINUOUS FILING

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

EXAMINATION
INFORMATION

THIS EXAMINATION WILL CONSIST OF A SUPPLEMENTAL APPLICATION WEIGHTED PASS/FAIL AND A WRITTEN EXAMINATION WEIGHTED 100%. Candidates who have successfully completed the Internet supplemental application will be scheduled for the written portion of the examination.

INTERNET TESTING
DEADLINE

THIS EXAMINATION ALLOWS FOR CONTINUOUS TESTING ON THE INTERNET AND THE ADMINISTRATION OF A WRITTEN EXAM ON AN ANNUAL BASIS. CUT-OFF DATE FOR THE INTERNET TESTING IS MARCH 1, 2009.

NOTE: Candidates are allowed to compete in the internet and written exam once every 12 months.

WHO MAY APPLY

COMPETITION LIMITED TO STATE EMPLOYEES: Applicants must have a permanent civil service appointment with the Department of Transportation.

HOW TO APPLY

THE SUPPLEMENTAL APPLICATION FOR THIS EXAM IS BEING ADMINISTERED ON THE INTERNET. YOU MAY APPLY BY CONNECTING TO <https://forms.spb.ca.gov/sep/> AND FOLLOWING THE ON-LINE INSTRUCTIONS.

Please Note: Applicants must read the instructions in the computerized supplemental application thoroughly. You are limited to listing just one verifying supervisor next to each response. However, in responding to each question you should give yourself credit for all your years of experience on each question, not just your experience working for that one supervisor. Before taking the internet portion, you may contact the Department of Transportation Examination Unit, if you have any questions regarding this examination.

DO NOT SUBMIT A STATE APPLICATION FORM (std.678) EVEN IF YOU HAVE PREVIOUSLY PASSED THE SUPPLEMENTAL APPLICATION PORTION OF THIS EXAM. THE SUPPLEMENTAL APPLICATION FORM FOR THE SENIOR ENVIRONMENTAL PLANNER EXAMINATION IS CONTAINED IN THE INTERNET TESTING PROCESS.

REASONABLE
ACCOMMODATION

If you have a disability and need special testing arrangements call the Department of Transportation Examination Unit at (916)227-2139. TDD users may contact the California Relay Service TDD line at 1-800-735-2929 or Voice line at 1-800-735-2922.

SALARY RANGE

\$5576 - \$6727

WRITTEN TEST
DATE

Candidates who pass the Internet portion of the examination will be scheduled for the written portion of this exam. The written exam will be administered on an annual basis. The written exam will be held on June 20, 2009. If your religious beliefs prevent you from taking an examination on Saturday, please contact the Examination unit at (916) 227-7858 when you receive your Notice of Written Test. Eligible candidates will be notified by mail approximately 10 days in advance of the written test date.

REQUIRED
IDENTIFICATION

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

REQUIREMENTS FOR
ADMITTANCE TO
THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements at the time they take the Internet test. Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.

MINIMUM
QUALIFICATIONS

Either I
One year in the California state service performing environmental planning, environmental research analysis or evaluation in a class at a level comparable to that of Associate Environmental Planner.

Or II

Experience: Four years of experience directing or conducting environmental studies or managing an interdisciplinary team preparing environmental documents, at least one year of which must have been equivalent in level to work performed by an Associate Environmental Planner in the California state service. (A Doctorate Degree in Environmental Planning or Environmental Sciences may be substituted for three years of the general experience; a Master's Degree in Environmental Planning or Environmental Sciences may be substituted for two years of the general experience.) and
Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

POSITION
DESCRIPTION

This is the full supervisory level. Under general direction, plans and supervises the work of a multidisciplinary staff conducting comprehensive environmental studies; or without supervising responsibility, acts as an in-house consultant performing the most difficult and complex work which is either critical to the department's basic mission or of statewide significance. Positions exist statewide with the Department of Transportation.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

SENIOR ENVIRONMENTAL PLANNER EXAM CODE: 8TR95		BULLETIN RELEASE DATE: 9/23/08 JG/SG CONTINUOUS TESTING	
EXAMINATION INFORMATION	This examination will consist of a Supplemental Application weighted Pass/Fail and a Written Test weighted 100%. <u>IN ORDER TO OBTAIN A POSITION ON THE ELIGIBLE LIST, A MINIMUM SCORE OF 70% MUST BE OBTAINED ON THE WRITTEN TEST.</u>		
SUPPLEMENTAL APPLICATION – WEIGHTED PASS/FAIL			
Scope:			
A. Knowledge of:			
1. General principles and techniques of research and statistical analysis.			
2. Various types of transportation facilities and how such facilities service the community.			
3. Methods used to manage various environmental studies, projects and programs.			
4. Various transportation project design alternatives in order to effectively implement projects.			
5. Trends in environmental, urban, and regional planning.			
6. Various impacts or multimodal forms of transportation on the environment.			
7. Local and regional governmental organizations’ roles in environmental and transportation planning.			
8. Natural and social sciences to identify environmental research needs.			
9. General ecology to develop plans to preserve and conserve natural resources.			
10. Archaeological principles and concepts relevant to environmental planning.			
11. Trends in Federal, State, and local environmental studies and their resultant environmental documents such as Environmental Impact Reports (EIRs) and Environmental Impact Statements (EISs).			
12. State government organizations and their role in environmental planning.			
13. Basic statistics.			
14. Basic mathematics.			
15. Techniques and methods used to evaluate environmental impacts.			
16. General format, style, and standards for written materials.			
17. Federal laws and regulations that apply to the environment in order to prepare transportation-related environmental documents.			
18. State law and regulations that apply to the environment.			
B. Skill to:			
1. Solicit the necessary outside expertise to complete environmental studies or meet project goals.			
2. Plan and carry out complex environmental studies.			
3. Coordinate environmental investigations of numerous proposed projects.			
4. Apply formal socioeconomic principles and concepts relevant to environmental planning.			
5. Use the metric system and metric units of measure for data collection, measurement, calculation and reporting.			
6. Operate a standard calculator.			
7. Incorporate the input of interested groups and agencies into the environmental planning and analysis process.			
8. Accurately interpret industry and organizational standards, policies, procedures, and guidelines.			
9. Read and comprehend basic legal terminology.			
10. Read and comprehend technical research reports.			
11. Read and comprehend environmental terminology.			
12. Maintain records, data and documentation of time spent and resources required for the completion of work assignments.			
13. Review written materials for completeness, accuracy, and appropriateness.			
14. Assemble and analyze data from environmental studies to prepare accurate reports.			
15. Prepare environmental documents for transportation systems, plans, and projects.			
WRITTEN TEST – WEIGHTED 100%			
Scope:			
A. Knowledge of:			
1. Principles and concepts of economics and social science as applied in a planning setting.			
2. All of the requirements specified for Associate Environmental Planner.			
3. Principles and techniques of supervision and personnel management.			
4. Differences of impacts of multimodal forms of transportation on the environment.			
5. Methods of administering environmental projects and programs.			
6. Department’s Equal Employment Opportunity Program objectives.			
7. A Manager’s role in the Equal Employment Opportunity Program and the processes available to meet equal employment opportunity objectives.			
B. Ability to:			
1. Adopt and apply formal socioeconomic methods and principles to requirements specified for Associate Environmental Planner.			
2. Coordinate environmental investigations of proposed projects.			
3. Review and evaluate local plans in relation to statewide environmental interests.			
4. Incorporate planning and analysis process.			
5. Supervise others in their work.			
6. Solicit necessary expertise to complete environmental studies or meet project goals.			
7. Effectively contribute to the department’s Equal Employment Opportunity objectives.			
ELIGIBLE LIST INFORMATION	A departmental promotional eligible list will be established for the Department of Transportation. The names of successful competitors will be merged onto the eligible list in order of final scores, regardless of test date. Competitors’ eligibility will expire 48 months after it is established.		
VETERANS PREFERENCE POINTS	Veterans preference points are not granted in promotional examinations.		

GENERAL INFORMATION

It is the candidate’s responsibility to contact the Caltrans Office of Examination Services in Sacramento at (916) 227-1817, three business days prior to the written test date if he/she has not received his/her notice.

If you meet the requirements, you may take this examination. Possession of the entrance requirement does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

The Department of Transportation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate eligible lists in order of final test scores (except as modified by veterans preference points) regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the areas shown on the bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the State Personnel Board.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Recruitment Services, P.O. Box 168036, MS 86, Sacramento, CA 95816 California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.